



Delta Community Choir Handbook

“Delta Community Choir aims to build community through song by providing individuals in Delta Township and surrounding communities a forum for community service, music education, and self-expression through the choral arts.” A 501(c)(3) non-profit organization.

In order to ensure individual personal success and the success of Delta Community Choir (DCC), please read carefully the information contained in this Handbook to understand how to fulfill the goals and expectations outlined. If you have questions or concerns, contact the Music/Artistic Director, 517.627.6202 or at e_macklady@comcast.net or through “Contact Us” at the DCC website, deltacc.org.

Prospective Membership:

DCC is an adult (age 15 on up) non-auditioned SATB (soprano, alto, tenor, bass) choir which combines beautiful singing and community service in a safe community environment. While being able to match pitch or read music is not a requirement, it is helpful (along with a pleasant voice and a sense of humor). Membership is for one session at a time—Fall Session 2019 (September 9-December 8) and Spring Session 2020 (January 6-May 3)—one “formal” concert each session with additional performances voted on by the General Membership. Commitment to one session at a time allows for the possibility of greater membership success.

Rehearsal/Performance Venues:

Required rehearsals are Monday evenings, 7:00-8:30 p.m., at Calvary Lutheran Church, 6301 W. St. Joseph, Lansing, Michigan, unless otherwise noted. There is an additional mandatory rehearsal the Wednesday evening prior to performance. Time and place to be announced.

Additional *voluntary* rehearsals are held at the discretion of the Music/Artistic Director—dates, times, place to be announced at the beginning of each session.

Performance venues for the 2019-2020 year are as follows:

Fall Session – 4:00 p.m., Sunday, December 8, 2019, Grand Ledge High School Auditorium, 820 Spring St., Grand Ledge, Michigan. Additional mandatory performance(s) to be voted upon by the General Membership of Delta Community Choir.

Spring Session – 4:00 p.m., Sunday, May 3, 2020, Grand Ledge High School Auditorium, 820 Spring St., Grand Ledge, Michigan. Additional mandatory performance(s) to be voted upon by the General Membership of Delta Community Choir.

General Expectations:

Be respectful of yourself and others—voices, capabilities, differences.

Be positive and bold—take risks for the benefit of yourself and the Choir.

Take ownership of your learning and ownership of the ensemble.

Have reliable transportation.

Be capable of working successfully within a large group.

Evaluate your personal physical and mental endurance as it relates to rehearsal/performance.

Adhere to proper etiquette and legal expectations on social media.

Reimburse Delta Community Choir for:

- 1) Lost music and folders.
- 2) Music and folders damaged beyond ordinary use.
- 3) Lost uniform attire provided by DCC.

Rehearsal or performance under the influence of drugs/alcohol is grounds for dismissal.

Rehearsal Expectations:

Attend regularly scheduled rehearsals. (See Attendance Policy.)

Notify the Director in advance if you are unable to attend a rehearsal.

Arrive a few minutes early prepared with folder and pencil.

Be willing to help set up and clean up as you are able.

Contact the Director at times ***other than rehearsals*** about non-rehearsal concerns/needs.

Socialize prior to, during breaks, and after rehearsals and performances—not during. Talking during rehearsals—not related to the success of the rehearsal itself nor the members—as well as negative talking inside and outside of rehearsals can be cause for non-return in future sessions.

Be respectful of the rehearsal space. Leave it as we found it.

Rehearsals will be automatically cancelled if **BOTH** the Grand Ledge Public Schools and Waverly Community Schools are closed due to inclement weather. An e-mail will be sent to members and a phone call made to those not accessing e-mail as well. It is the responsibility of the member to check radio/tv/social media for closings and to use good judgment.

Performance Expectations:

Participate in the published required dress-rehearsal/performance (one per Session) unless otherwise announced. A performance is approximately 1 ½ hours with a 15-minute intermission. A rehearsal/dress rehearsal/performance schedule with amendments as necessary will be published each session.

Have music in performance order and be knowledgeable of riser positions PRIOR to the performance.

Assist with set-up/clean-up as requested and able.

Discuss limitations with the Music/Artistic Director in order that the most successful set-up for the concert can be established for you, the singer, and the Choir itself.

Contribute to simple refreshments for after-performance reception if refreshments are served.

Provide your own concert attire. (See Concert/Performance Attire.)

Attendance Policy:

DCC members are required to attend rehearsals regularly and on time with a four-absence maximum per Session. To take part with more than four absences in the scheduled performance for that Session, please contact the Music/Artistic Director at 517.627.6202 or at e_macklady@comcast.net.

Performance/Concert Attire:

Members are required to provide their own concert attire. At the time of this publication:

Women: Long-sleeve/three-quarter length sleeve white blouse (not turtlenecks, polo shirts, or sweaters).

Black skirt or slacks.

Black dress shoes with nude-colored nylons.

Scarf to be provided by choir; assigned prior to concert.

Men: Long-sleeved dress white shirt (not turtlenecks, polo shirts, or sweaters).

Black dress slacks.

Black dress shoes with black socks.

Bow-tie to be provided by choir; assigned prior to concert.

It is the responsibility of members to return scarves/bow-ties to the DCC inventory immediately following each performance.

Registration:

New/returning members are required to complete a Membership and Commitment Form. Forms may be obtained at e_macklady@comcast.net, by calling 517.627.6202, or through "Contact Us" at the DCC website deltacc.org. Completed forms are to be sent to Delta Community Choir, PO Box 80994, Lansing, MI 48908 or e_macklady@comcast.net or our website deltacc.org by the registration deadline for that Fall or Spring Session.

Membership fees are \$60 per session. The fee includes the cost of doing business: venue, music, folder, accompanist, instrumentalists, liability insurance, etc. If you are experiencing financial hardship, please contact the Music Director to inquire about applying for a Member Sponsorship. All inquiries are confidential.

Please make checks (no cash) payable to Delta Community Choir and mail to Treasurer, Delta Community Choir, PO Box 80994, Lansing, Michigan 48908. The deadline for registration for Fall 2019 is August 15, 2019, and for Spring 2020 is December 20, 2019.

Refunds of membership fees depend upon the timeliness of the request and the financial ability of DCC to comply. Request for Membership Fee Refund forms are available from the Treasurer. Completed forms should be submitted to Treasurer, Delta Community Choir, PO Box 80994, Lansing MI 48908. Refunds are considered on a case-by-case basis by the DCC Board of Directors.

How Are You Supported as a Member?

Rehearsals include warm-up's, the practice of selected music literature by section (soprano, alto, tenor, bass), and rehearsal as the entire ensemble.

Additional announced voluntary rehearsal times are provided to assist those who seek extra help; make up for an absence; get to know each other.

A Board of Directors to support your concerns and ideas and administer the policies and procedures of this 501(c)(3) for profit organization.

Christine (Christy) English, Accompanist/Vocal coach. Christy (Leonard) English is a lifelong choral director, accompanist, music educator and church musician, with degrees from Indiana University and Southern Methodist University. She completed doctoral coursework from Michigan State University. Christy loves to make singing accessible and joyful for people of every age and skill level.

Ellen McKenzie, Music Director. Ellen is a retired teacher of vocal music/theatre arts from Eaton Rapids Public Schools and is a former director of adult/children church choirs. Ellen earned a Bachelor of Music Education from Olivet College and a Master's degree work, Calvin University.

Published rehearsal schedule/updates and membership roster.

Free admission to audiences to performances (as the venue allows). Free-will donations at performances collected to support a chosen non-profit.

Delta Community Choir
A Non-Profit 501(c)(3) Charitable Organization
Executive Board of Directors

Caleb Phelps, Director at Large

Edie Nordlund, Secretary

Janet Martinich, Vice-President

Pat Anderson, Treasurer

Laura Phelps, Director-at-Large

Nancy Mandeville, Director-at-Large

Ellen McKenzie, Music Director/Artistic Director (non-voting)

To access the current DCC Policies and Procedures, please contact the DCC Secretary for an electronic or hard copy. These Policies and Procedures include:

Code of Ethics (for Board of Directors)

Conflict of Interest (for Board of Directors)

Dissolution of Assets

Donations (pending)

Financial Audit

Fiscal Year

Guests

Managing Major Concerns/Conflicts

Managing Minor Concerns/Conflicts

Member Information Confidentiality

Membership and Expulsion

Delta Community Choir Handbook*

Member Commitment Form**

Procedure for Member Expulsion Appeal

Whistleblower Protection Policy

***Handbook and Membership Commitment Form approved 6/17/15; most current update 7/1/19 for approval at the 7/29/19 Board Meeting.)**